

Community Event Request

Date: _____

Thank you for your interest in having the West Valley City Neighborhood Services Office participate in your event.

We are proud to support a variety of community events which support the mission of West Valley City. While we would love to fulfill every request received, our participation may be limited by availability of staff, resources, and other obligations.

Please fill out and submit the request form below. We will review your request and notify you of our ability to take part. Thank you!

Organization / Group Name:	Address:
Contact Name:	Phone #:
Contact Title:	Email:
Type of Organization / Group: <input type="radio"/> Registered Neighborhood Watch <input type="radio"/> School <input type="radio"/> Registered Neighborhood Watch Mobile Patrol <input type="radio"/> Church <input type="radio"/> Interested in Starting a New Group <input type="radio"/> Non-Profit <input type="radio"/> Neighborhood Association <input type="radio"/> Business <input type="radio"/> Neighborhood CERT Group <input type="radio"/> Other, please explain:	

Event name:	Exact event time:	Event date:
Event location / venue:	Set-up time: Take-down time:	
Event address:	Is the event inside or outside:	
Is the event on pavement, grass, other:	Is there an alternate site if weather is bad:	
Will the event be providing canopies, tables, chairs, etc Please explain:		
Type of event: <input type="radio"/> Community <input type="radio"/> Fund-raiser <input type="radio"/> Neighborhood Block Party <input type="radio"/> Awareness Campaign <input type="radio"/> Emergency Preparedness Fair <input type="radio"/> School <input type="radio"/> Health & Safety Fair <input type="radio"/> Speaker Request, topic: <input type="radio"/> Career Fair <input type="radio"/> Other, please explain:		
Is the event free to the public? If not, what is the admission and who do the proceeds benefit:		
Event audience:	Expected attendance:	

Would you like assistance arranging other city departments / programs to attend your event? If yes, who would you like our office to contact:
--



Together we can make a difference!



2017

If you have a layout of the event, please attach it.
If you have any promotion materials, please attach a copy.
Provide a description of your event, including activities, timeline, sequence of events, etc.

Additional comments:

OFFICE NOTES:

This document has been prepared by the West Valley City
Neighborhood Services Office for use by neighborhood watch
organizations. www.wvc-ut.gov/neighborhoods



Neighborhood Watch

